



### 1.2.20 Grant Discounts, Donations, Waive or Write Off Debts

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	Local Government Act 1995: s.6.12 Power to defer, grant discounts, waive or write off debts
<b>Delegate:</b>	<ul style="list-style-type: none"> <li>• <b>Chief Executive Officer</b></li> <li>• <b>determine requests for donation of monies up to the value of \$600 (exc GST) when a group or individual can demonstrate:</b> <ul style="list-style-type: none"> <li>• <b>1. Significant direct benefit to the local community.</b></li> <li>• <b>2. That the group is a community group or non-profit making organisation or running a non-profit activity.</b></li> <li>• <b>3. That the group's financial status is such as to justify a donation from the local government.</b></li> <li>• <b>4. Special circumstances or needs exist in the opinion of the Chief Executive Officer to warrant a donation, e.g. support of needy groups and individuals who bring credit to the local government by achieving state or national representation or awards, which sees them requiring financial assistance for travelling, accommodation or other incidental expenses.</b></li> <li>• <b>5. That funding exists in Council's budget.</b></li> </ul> </li> <li>• <b>A maximum sum of \$10,000 (exc GST) may be allocated in this way within any one financial year.</b></li> </ul>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Waive a debt which is owed to the Shire [s.6.12(1)(b)].</li> <li>2. Grant a concession in relation to money which is owed to the Shire of Nannup [s.6.12(1)(b)].</li> <li>3. Write off an amount of money which is owed to the Shire of Nannup [s.6.12(1)(c)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Write-off a rates or service charge debt up to \$5,000 in accordance with the Financial Hardship Policy [s.6.12(1)(c) &amp;(2)].</li> <li>b. A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of Nannup.                         <ol style="list-style-type: none"> <li>i. Limited to individual debts valued below \$5,000 or cumulative debts of a debtor valued below \$5,000. Write off of debts greater than these values must be referred for Council decision.</li> </ol> </li> <li>c determine requests for donation of monies up to the value of \$600 (exc GST) when a group or individual can demonstrate:</li> </ol>

# Delegation Register

Shire of Nannup



	<ul style="list-style-type: none"> <li>i. Significant direct benefit to the local community.</li> <li>ii. That the group is a community group or non-profit making organisation or running a non-profit activity.</li> <li>iii. That the group's financial status is such as to justify a donation from the local government.</li> <li>iv. Special circumstances or needs exist in the opinion of the Chief Executive Officer to warrant a donation, e.g. support of needy groups and individuals who bring credit to the local government by achieving state or national representation or awards, which sees them requiring financial assistance for travelling, accommodation or other incidental expenses.</li> <li>v. That funding exists in Council's budget.</li> </ul> <p>d. A maximum sum of \$10,000 (exc) may be allocated in this way within any one financial year.</p>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<ul style="list-style-type: none"> <li>• <b>Executive Manager Corporate Services</b></li> </ul>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<ul style="list-style-type: none"> <li>1. Executive Manager Corporate Services may only waive fees and charges related to their operational responsibilities.</li> </ul>

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	All records must be kept on the appropriate file.

## Version Control:

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